



JOB DESCRIPTION

JOB TITLE: Police Corporal

DEPARTMENT: Police Department

REPORTS TO: Police Sergeant

DATE: April, 2009

EMPLOYEE UNIT: POA

Supersedes: March, 2005

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of a Police Sergeant, the Police Corporal is an experienced police officer who provides all aspects of general law enforcement services to the community. The Police Corporal may also serve as a supervisor in the absence of a Sergeant.

CLASS CHARACTERISTICS: This is a sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal duties include response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to policing.

The Police Corporal has demonstrated the skills and abilities to take on additional responsibilities. In addition to police officer duties, a Police Corporal may be assigned specialized police work including investigation of complex criminal cases, preparation and delivery of in-service training, coordinating efforts to address certain police problems, and may also serve as a supervisor in the absence of the sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Police Sergeant, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Patrols a designated area in a radio vehicle to ensure the security of life and property.
2. Answers emergency calls regarding law enforcement matters, enforces City, County or State laws and ordinances or requests assistance as required.

3. Secures information from parties at an incident scene and follows through on investigations.
4. Makes arrests and collects and preserves evidence at a crime scene.
5. Maintains accurate records and writes accurate and timely incident or crime reports.
6. Works with other investigative and legal personnel and presents evidence in court.
7. Answers citizen inquiries and attempts to resolve problems or refer citizens to other agencies or individuals who can provide desired assistance.
8. Directs traffic at emergency or congested situations.
9. Serves warrants and subpoenas.
10. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
11. Utilizes computer equipment to access information and complete reports.
12. Contacts and cooperates with other law enforcement agencies in matters relating to investigation of crime and the apprehension of criminals.
13. Provides information to and answers inquiries from the general public.
14. Serves as the responsible supervisor in the absence of a sergeant or other higher ranking officers.
15. Designated to conduct complex investigations involving major crimes or traffic incidents which are beyond the scope of the principle duties of a police officer.
16. Designated to provide special enforcement and customer services to intervene in special community problems.
17. Designated to prepare and present periodic in-service training to department members.
18. Act as a Field Training Officer for newly hired recruits.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Must have successfully completed probation as a police officer with the Morgan Hill Police Department.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of or eligibility to possess a P.O.S.T. Intermediate Certificate.

Other Requirements:

1. Must be willing to work various hours, rotating shifts, weekends and holidays, and be available for callback. Corporals designated to special assignments may be required to work flexible schedules.

Knowledge of:

1. Advanced law enforcement terminology, concepts, and department policies and performance standards.
2. Applicable federal, state and local laws and appropriate court decisions, including those relating to supervision, civil liability, and P.O.S.T. training standards.
3. Supervisory principles and methods, including goal setting, training, teamwork, and problem solving.
4. Community/Problem Oriented Policing methodologies.

Skill in:

1. Planning, organizing, assigning, directing, and evaluating work assigned to staff.
2. Training, and motivating department members.
3. Preparing clear, concise, competent, and timely reports, correspondence and other written materials.
4. Directing emergency operations efficiently and effectively.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office and specialized law enforcement software.
7. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.

Ability to:

1. Interpret and apply complex laws, procedures, and policies.
2. Make rapid, sound judgments within legal and procedural guidelines.
3. Interpret and implement policies, procedures, goals, objectives, and performance standards and objectively evaluate personnel with respect to these standards.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Prepare and present in-service training material to all Department members.
6. Foster teamwork and motivate personnel toward achieving the Department's Mission.
7. Analyze problems, evaluate alternatives, and recommend solutions.
8. Direct emergency operations effectively and efficiently.
9. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 10% indoors and 90% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.